ABSTRACT

A facsimile apparatus includes a facsimile communications mechanism, a first storage mechanism, a second storage mechanism, a backup arranging mechanism, a

5   determining mechanism, and a control mechanism. The facsimile communications mechanism performs a facsimile communications operation. The first storage mechanism is inaccessible and the second storage mechanism is accessible through the local area network. The backup

10   arranging mechanism stores received document data into the first storing mechanism and stores a copy of the received document data into the second storing mechanism. The determining mechanism determines whether the received document data is confidential. The control mechanism

15   causes the backup arranging mechanism to cancel storing a copy of the received document data into the second storing mechanism when the received document data is determined as confidential.